

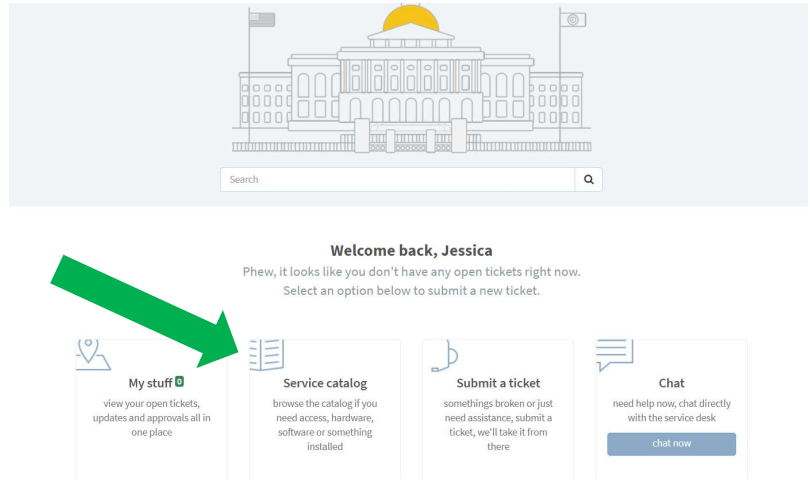


# EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

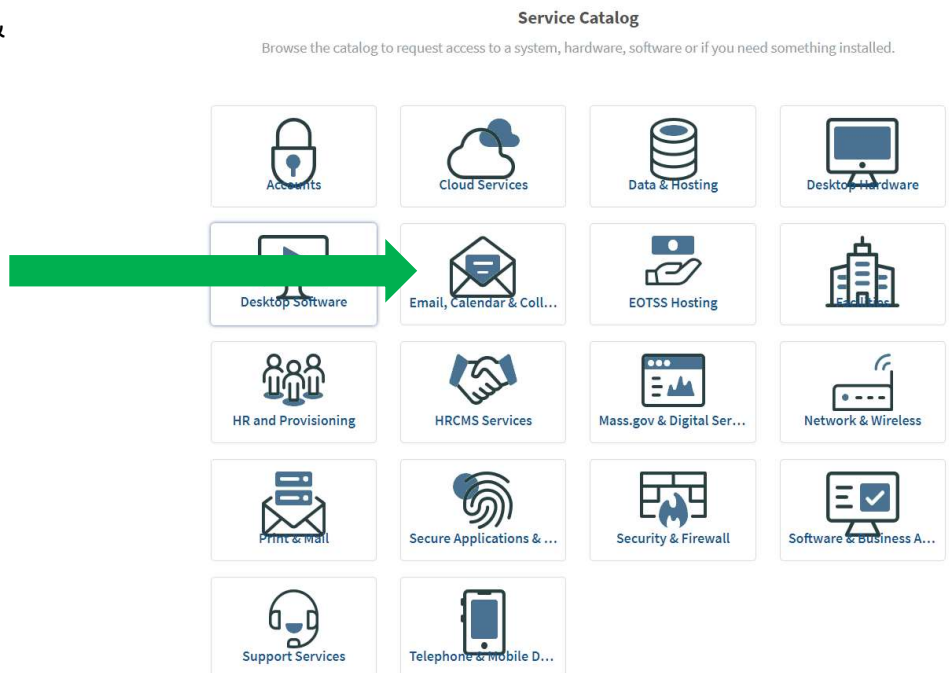
COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

## Create Microsoft SharePoint Site ServiceNow Request Instructions

Step 1: Sign into ServiceNow and click  
“Service Catalog”.



Step 2: Click “Email, Calendar &  
Collaboration”.



Step 3: Select “Microsoft SharePoint Site” from the list.



Mail Gateway services.

List Server ⓘ

Request for List Server services

MassMail ⓘ

Request for MassMail services.

Microsoft M365 G3 License ⓘ

Request a Microsoft M365 G3 license(s) to give end user(s) access to Microsoft M365 applications and services.

Microsoft Outlook Mailbox ⓘ

Microsoft Outlook Mailbox -Request a Microsoft Outlook Mailbox: shared mailbox, room mailbox, or equipment mailbox.

Microsoft SharePoint Site ⓘ

Microsoft SharePoint site - Request to create a Microsoft SharePoint site

Microsoft Teams Audio Conferencing ⓘ

Microsoft Teams Audio Conferencing - the hub for teamwork in Microsoft 365 enabling audio conferencing for your meetings

Microsoft Teams Create a Team ⓘ

A team is a collection of people, conversations, files and tools

Outlook Email Address ⓘ

Request a general inquiry, new or modify an individual email mailbox

Step 4: The following screen will appear.  
*Please note that you may only request one SharePoint site per Request.*



EOTSS Service Catalog > Email, Calendar & Collaboration > Microsoft SharePoint Site

Microsoft SharePoint site - Request to create a Microsoft SharePoint site

Microsoft SharePoint Site

Organizations use Microsoft SharePoint to create websites. You can use it as a secure place to store, organize, share, and access information from any device - all you need is a web browser.

Requested By

Powers, Jessica M. (EOTSS)

☐ Request on behalf of

Add SharePoint site

Add

Remove All

Actions	URL	SharePoint site use	External sharing	Site template	Admin name 1	Admin email 1	Admin name 2	Admin email 2	Admin name 3	Admin email 3
No data to display										

Step 5: Click the blue “Add” button; the below screen will appear. *Please note our standard SharePoint site url naming convention:*

*massgov.sharepoint.com/sites/MMARSCODE-name*

ex.: [massgov.sharepoint.com/sites/TSS-0365](https://massgov.sharepoint.com/sites/TSS-0365)

Add Row

\* URL

Ex. massgov.sharepoint.com/sites/MARSCODE-name

\* External sharing

► Note

-- None --

\* Admin name 1

Admin name 2

Admin name 3

\* SharePoint site use

What will the SharePoint site be used for?

\* Site template

► Note

-- None --

\* Admin email 1

Admin email 2

Admin email 3

Close

Add